

# Pennsylvania Technology Student Association iServices Administration Manual

for Chapter Advisors


last updated: January 11, 2007

Welcome to the next version of iServices, 2007! iServices represents hundreds of hours of development and a partnership with Apple Computer, Inc. and FileMaker, Inc.

This section represents the directions you need to administer your chapter information and searching for other chapters. The other manual has directions for registering your chapter in a regional and state conference.

We tried to make all button images universal throughout the system.

## System Notes:

- Students are NEVER permitted to use this system. ONLY the chapter advisor!
- NEVER use your browser's navigation buttons. ONLY use the buttons contained in the web page.
- When you click an iService's button, it will automatically commit the record you are working on or viewing.
- Fields in Yellow are the only fields you may edit.
- When deleting, you will not be given a prompt.
- The Main Menu  Main Menu button will return you to home from whatever screen you are on.
- iServices supports the **Latest Version** of IE on Win XP or Mac OSX or the latest version of Safari on Mac OSX.
- **New in 2007** – Safari is now supported on both Mac and Win XP. You must have the latest version installed.



Log onto iServices by visiting  
<http://patsa.org/iServices/>

Click on the Log In link on the screen.

Open database "2007\_tsa\_administration" with:

- Guest Account
- Account Name and Password

Account Name:

Password:

Enter your username and password. Your username will be a three digit code issued by the state advisor of the iServices administrator. We no longer use an "iKey" to access the system.

Once you log in, you have several choices.

1. View/Edit Our Chapter Info
2. Find Other Chapters
3. Obtain e-academy ID
4. Go to Conference Registration Home

You will want to FIRST click on View/Edit Our Chapter Information. Information on this screen is read only. If you wish to edit the information, click the

5. Edit Chapter and Advisor Information

**Chapter Information**

Chapter	Conestoga Valley MS	Chapter Code	104	Level	1
School District	Conestoga Valley SD	District Code	convasd	Region	2
Address 1	500 Mt. Sidney Road				
Address 2					
City/State/Zip	Lancaster PA	17602			
Phone 1	717-397-1294				
Phone 2					
Fax Number	717-397-4404				

**Advisor** | Web Site | e-acadme

Details	First Name	Last Name	Phone Number	ext	Email	Edit	Delete
104-00022	Christopher	Miller	717.397.1294	1547	chris_miller@cvsd.k12.pa.us		
104-00030	Andy	Zellers			andy_zellers@cvsd.k12.pa.us		

Once in this screen, you may edit any field that is colored yellow. You may also:

6. Add New Advisors
7. Edit Advisors in the system
8. Delete Old Advisors
9. Edit your Web Site information

It is VERY IMPORTANT that you click ANY BUTTON on the screen to save changes. You may also.

10. Save and Return to Chapter Information
11. Go to the Main Menu
12. Cancel this request

**Advisor Information**

104 Conestoga Valley MS 1 2

104-00344

Phone 1/ext: [yellow field] [yellow field]

Phone 2/ext: [yellow field] [yellow field]

Fax: [yellow field]

Email: [yellow field]

Buttons:

When you are adding an advisor (6 above), You should enter as much information\* as possible in the yellow blanks. You need to click one fo the buttons

13. Save and Return to Chapter Information
14. Delete and Return to Chapter Information\*\*

\*PATSA, Inc. does NOT share ANY advisor information.  
\*\* Use this if you accidentally click add.

You may also search for other chapters in the system. You may:

15. Find by Level
16. Find by Region
17. Find by Chapter

**Search**

Find by Level

Find by Region

Find by Chapter

Enter Name: Manor

Click the to finish your search. You may type in as much or as little of the chapter name. If you are returned to this screen after you click search, than there are no records found.

**Chapter Administration Center v2.0**

Level	Region	Chapter
1	2	Manor Middle School Lancaster
2	2	Penn Manor HS Millersville

A list of chapters will appear based on your search criteria. You may:

- 18. View the Chapter Details
- 19. Complete a new search
- 20. Return to the Main Menu

**Chapter Information**

Chapter: Manor Middle School Chapter Code: 134 Level: 1  
 School: Penn Manor District Code: pennm Region: 2

**Advisor Contacts**

Details	First Name	Last Name	Phone Number	ext	Email
<a href="#">134-00212</a>	Janice	Adams	717.872.0610		<a href="mailto:janice.adams@pennmanor.net">janice.adams@pennmanor.net</a>

When you select a chapter, you will view the details in the next window. In addition to performing a new search and return to the main menu, you may also:

- 21. View details on the advisor
- 22. View school details
- 23. View the web site
- 24. View other chapters and advisors associated with the school district

The Map to Chapter is not available in this release in the web view.

- 25. If multiple chapters existed in your search, you may page through them.

**School District Information**

School District: Penn Manor District Code: pennm Region: 2

**Affiliated Chapters**

Details	Chapter	Location	Level
<a href="#">134</a>	Manor Middle School	Lancaster	1
<a href="#">137</a>	Marticville MS	Pequea	1
<a href="#">235</a>	Penn Manor HS	Millersville	2

**Affiliated Advisors**

Details	First Name	Last Name	Chapter	Email
<a href="#">134-00212</a>	Janice	Adams	Manor Middle School	<a href="mailto:janice.adams@pennmanor.net">janice.adams@pennmanor.net</a>
<a href="#">137-00216</a>	Stephen M	Evans	Marticville MS	<a href="mailto:MEvans2321@aol.com">MEvans2321@aol.com</a>
<a href="#">235-00295</a>	Sean	McKnight	Penn Manor HS	<a href="mailto:sean.mcknight@pennmanor.net">sean.mcknight@pennmanor.net</a>

This screen lets you view related information to a school district. You can get a list of all advisors associated with the district and all chapters. Clicking on the blue links will open up their details.

**Chapter Information**

Chapter	Conestoga Valley MS	Chapter Code	104	Level	1
School District	Conestoga Valley SD	District Code	convasd	Region	2

**e-academy**

ID	Last Name	First Name
10401	Chris	Miller
10402	Mike	Jones
10403	Sherry	Miller
10404		
10405		
10406		
10407		
10408		
10409		
10410		
10411		
10412		
10413		
10414		
10415		
10416		
10417		
10418		
10419		
10420		

Record each student who will be receiving an ID. Names will not be released, they are merely for your tracking purposes.  
Please click an above button when complete.

This is the e-academy information for your chapter. Assign a student to an ID number and follow the directions published on <http://patsa.org/> After you enter a person, please click:  
**26. Save and Return to Chapter Information**  
 When complete.

This manual is what each chapter advisor needs to know to get started. If you need a new iServices password, please contact the iServices administrator.

iServices is a joint venture between Apple Computer, Inc. and FileMaker, Inc. It is in no way associated with National TSA's on-line services. You username and password are different between the two system. PA-TSA's iServices does not talk with the National System.

Only advisors are authorized users of this system. Information contained in this system is not to be shared with outside business or organizations and is strictly to be used for PA-TSA, Inc. official business.